

Louisiana Department of State Civil Service

Allocation Criteria Memo

COMMUNICATIONS OFFICER SERIES 07/01/08

Note: * When determining Communications Officer 3 and Communications Officer Supervisor allocations, reporting relationship of the position and placement of the position within the agency hierarchy will be taken into consideration on a case by case basis. Classic examples relating to hierarchy are included in this memo. Other combinations of staff and reporting relationships will be considered.

Communications Officer 1 (WS 209)	<i>Entry.</i> Normally established in a career progression group to Communications Officer 2 or 3. Assigned tasks are closely supervised and are normally of a lesser scope than those of higher-level Communications Officer.
Communications Officer 2 (WS 210)	<i>Experienced.</i> Agencies may utilize the Communications Officer 2 in a career progression group provided that the duties assigned include the higher level duties and depending on the reporting relationships to other personnel. Includes tasks that require decision making and positions function with greater independence and responsibility.
Communications Officer 3 (WS 211)	<i>Advanced.</i> May be established in a career progression group at agency discretion depending on agency staff assignments. Includes tasks that require extensive decision making and positions function with the highest level of independence and responsibility. These positions can serve as assistant supervisors or will be responsible for different programs within a communications center.
Communications Officer Supervisor (WS 213)	<i>Supervisor.</i> Serves as a direct supervisor over at least 2 Communications Officer positions. Generally reports to a Captain or equivalent rank. Is responsible for the communications center's work and staff.